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12 February 1986

MEMORANDUM FOR: Deputy Director for Administration

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FROM: [REDACTED]
Director of Logistics

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SUBJECT: Report of Significant Logistics Activities for
the Period Ending 12 February 1986 [REDACTED]

1. Events of Major Interest That Have Occurred During the
Preceding Week:

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b. The bar coding system [REDACTED] has been operational for over a week and working well. Data is being scanned and transmitted from a personal computer through the mainframe system (VM) and to the Inventory Control System for updating purposes. [REDACTED]

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c. The Office of Logistics reports that the General Services Administration has sent out the Notice of Contract Award for the enlargement and renovation of the receiving and shipping docks [REDACTED]. Renovation work is expected to begin in early March, with completion anticipated by early fall 1986. [REDACTED]

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d. The Virginia Department of Highways and Transportation (VDH&T) has started soil borings along Route 123 in connection with the roadway redesign effort. VDH&T has some 52 borings to make and anticipates being in the area for eight to ten days. [REDACTED]

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* e. The refitting of 58,000 square feet of space in the new Headquarters Building is now complete for Africa and Soviet East European Divisions and the Political and Psychological Staff, and approvals from their respective offices are being obtained.

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25X1 The plans will be sent to Smith, Hinchman & Grylls Associates, Incorporated, in Detroit, Michigan, by 14 February for incorporation into formal construction documents. []

* f. The New Building Project Office was advised by the Executive Director of the Institute of the Ironworking Industry that the Agency's new Headquarters Building is to receive their "Building of the Year Award." The Institute is composed of 20 representatives from major steel erection companies and bases its awards on the following criteria: quality of design and construction; lasting significance of the structure; architectural-engineering merit; and the use of steel as the building's primary structural system. Buildings that have won this award in the recent past are the Mobile Oil Corporation Headquarters located in Northern Virginia and the Intelsat Headquarters located in suburban Maryland. The Executive Director of the Institute will soon be sending the Agency a letter requesting photographs for display at an award ceremony to be held at the Congressional Country Club, and also requesting a proposed list of Agency attendees. []

* g. The Printing and Photography Division completed printing production on all volumes of the Congressional Budget Justification books on 9 February. []

25X1 h. The pending move of the Foreign Broadcast Information Service from Key Building [] will have a significant effect on the distribution of parking permits at Key and Ames Buildings. OL has postponed the reallocation of parking at these buildings because of the pending move. All concerned offices have been advised of this postponement. []

* i. OL reports that in response to a petition filed by Local Union Number 82 to represent the custodial employees at Headquarters, Allied met with the National Labor Relations Board on 7 February. This meeting resulted in the establishment of a consent election to be conducted at Headquarters on 13 March within the guidelines and framework of the National Labor Relations Act. []

25X1 j. OL has completed the revalidation of carpool applications on the Headquarters compound. Spaces allocated prior to the revalidation were 1,169 carpool and 7 vanpool. This equated to approximately 2,408 employees. The revalidated carpool/vanpool allocations, based on applications received through 7 February, are 892 and 10 respectively. This equates to approximately 2,058 employees. []

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k. On 5 February, a meeting was held between representatives from Wang Laboratories and Procurement Division to discuss equipment Wang has identified as not being on a maintenance or a lease-with-option-to-purchase contract during FY 1985. Because of this, Wang believes the Agency owes the company approximately \$550,000. Within the next two weeks, Wang will also submit another list including equipment not on contract renewal for FY 1984. OL will review Agency records to verify whether the equipment was under contract.

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Henry P. Mahoney



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WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING 12 FEBRUARY 1986

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

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25X1 d. On 3 February 1986, General Procurement Branch, Procurement Division, received a bid package for carpet tiles in the new Headquarters building. Proposals will be submitted on a same or equal basis to Bigelow-Sanford's Statlok Slate Gray carpet. We are expecting a requirement of approximately 75,000 square yards of the carpet tiles for a purchase amount of \$1.2 to \$2 million. First delivery under the resultant contract is targeted for June 1986. Installation of the carpet will be performed under the new building construction contract. [redacted]

25X1 e. On 5 February ~~1986~~ a meeting was held between representatives from WANG Laboratories and representatives from General Procurement Branch (GPB). ~~The main subject of the meeting was two lists provided by WANG identifying equipment in the Agency's possession that was not renewed either for maintenance or lease with option to purchase of both, during FY 85. Based on these two lists, WANG believes the Agency owes the company approximately \$550,000. In addition, within the next two weeks, WANG will submit another list indicating equipment that was not renewed for FY 84. It will review these lists to equipment determining whether they coincide with Agency records, to find out why this equipment was not renewed as it should have been, and take appropriate corrective action.~~ [redacted] *to discuss equipment* *PD/OL* *not on contract* *on* *not on contract renewal* *including* *to verify whether equipment was under contract.*

h. Production and Services Contract Branch, Procurement Division, sent a memorandum to the Contracting Officer's Technical Representative (COTR) of several service contracts concerning the renewal of these contracts for Fiscal Year 1987. The COTRs for these contracts, including advertising services, moving services and several training courses, were reminded that the basis for other than full and open competition for these contracts in the next fiscal year appear to be inadequate. The needed appropriate documents, including the statement of work, evaluation criteria, composition of the evaluation panel and name and addresses of bidders, were requested so that a request for proposal can be initiated. The COTRs were reminded that a competition takes several months and an early start will insure uninterrupted service for next year. For information and assistance in writing the statement of work and evaluation criteria several examples were attached.

3. Significant Events Anticipated During the Coming Week

None.

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WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 12 FEBRUARY 1986

1. Progress Report on Tasks Assigned by the DCI/DDCI:

None.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

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c. The bar code ^{system} ~~process~~ ^{the} ~~process~~ ^{indicated} has been operational for over one week and ~~the process is working fine.~~ ^{the data} is being scanned ~~satisfactory~~ ^{and} and the ~~transmission~~ ^{transmitted} from a PC through the mainframe system (VM) ^{and} to ICS is working fine and ICS is being updated properly. There are still hardware/software problems with the hand held readers. On two occasions data has been lost because the readers went dead. This problem is presently being checked by the contractor and the vendor.

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Personal
Computer

the Inventory Control
System for update
purposes

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f. Supply Management Branch, Supply Division, has requested Procurement Division, OL, to do a followup on the deliveries of 1,200 IBM Selectric Typewriters. The original shipping schedule contracted for increments of 600 each, commencing on 17 January and ending on 24 January. To date, approximately 30 typewriters have been received. [redacted]

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g. Procurement Division (PD), has informed Supply Management Branch, Supply Division, that the State Department is testing the Xerox Memory Writer as a possible replacement for the IBM Selectric III. There was no indication of how well the test was progressing, but PD has been assured of receiving the results when they become available. At present, the Xerox Memory Writer seems to be the only Tempest Approved machine on the market. [redacted]

3. Significant Events Anticipated During the Coming Week:

None.

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Will report on this if + when it becomes a replacement [redacted]

S E C R E T

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 12 FEBRUARY 1986

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

25X1 (1) Quotation from minutes of an OIT meeting []
25X1 code project: "BAR CODE Technology [] has
25X1 been in an operational environment for one week. Phase
implementation of the strategic staging area [] is
complete and the system is functioning in accordance with design
specifications. Borrowing any unforeseen problem(s), OL will
acknowledge Final Operational Capability (FOC) on 14 February
1986. Maintenance responsibilities associated with the BAR CODE
system will be assumed by OL/TG after FOC."

25X1 (2) [] TG/DAS (CONIF maintenance specialist),
was promoted 7 February.

25X1 (3) [] OL Wang SA, completed a
25X1 successful TDY [] 7 February. A trip report will be
25X1 published soon. []

B. Regulations

25X1 (1) IMSS actions on regulations included the following:

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 12 FEBRUARY 1986

C. Records Management

25X1 *nd* On 30 January 1986, the OL/RMO met with two OIS representatives and Ray Lagge of the National Archives and REcords Administration (NARA). Mr. Lagge reviewed four samples of files listed in the pending OL Records Control Schedule. OL has since been advised that the schedule has been approved by the Archivist of the United States and is now being reviewed by the Senate Select Committee.



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